

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600



E-Mail BrownCountyCountyBoard@co.brown.wi.us

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

**THE WEEK OF
APRIL 7 – 11, 2014**

MONDAY, APRIL 7, 2014

*5:30 pm Executive Committee

Room 200, Northern Building
305 E. Walnut Street

TUESDAY, APRIL 8, 2014

*11:00 am Nicolet Federated Library System – Personnel Committee

NFLS Board Room
515 Pine Street

*12:00 pm Nicolet Federated Library System – Board of Directors

Lower Level Meeting Room
515 Pine Street

WEDNESDAY, APRIL 9, 2014

(No Meetings)

THURSDAY, APRIL 10, 2014

*5:15 pm Human Services Board

Board Rm A, Sophie Beaumont
111 N. Jefferson Street

FRIDAY, APRIL 11, 2014

(No Meetings)

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EXECUTIVE COMMITTEE

Tom Lund, Chairman
Patrick Moynihan, Jr., Vice-Chairman
Steve Fewell, John Vander Leest, Patrick Evans
Bernie Erickson, Patrick Buckley

EXECUTIVE COMMITTEE

Monday, April 7, 2014

5:30 p.m.

Room 200, Northern Building
305 E. Walnut Street

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON
ANY ITEM ON THE AGENDA.

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify Minutes of March 10, 2014.

Comments from the Public

Communications

1. Communication from Supervisor Robinson re: That a report on the results of the County Board listening sessions be given at the January Executive Committee Meeting and that discussion take place on priorities of further Brown County Action. *Held for a month to forward compilation from listening session to all department heads seeking input and return to Executive Committee next month.*
2. Communication from Supervisor Robinson re: Request that the Human Services Committee look into the travel reimbursement rate for County Sanitaricians including discrepancies in these rates when compared with other County employees. *March Motion: To send to staff to find out what financial impact would be and report back to this committee.*
3. Communication from Supervisor Campbell re: Request to establish a Personnel Committee for Brown County to improve employee communications in Brown County. *March Motion: That Supervisor Buckley and Supervisor Campbell come back to this committee with a concrete proposal for a personnel committee.*

Vacant Budgeted Positions (Request to Fill)

4. Administration – Administrative Coordinator - Vacated - 3/28/14.
5. Clerk of Circuit Court – Clerk Typist II (x2) - Vacated - 3/17/14; 5/3/14.
6. Clerk of Circuit Court – Deputy Juvenile Clerk - Vacated - 5/3/14.
7. Human Services – Account Clerk I - Vacated – *To be determined.*
8. Public Works (Facilities Mgmt.) – Facility Worker (.5) - Vacated – 4/2/14.

Legal Bills

9. Review and Possible Action on Legal Bills to be paid.

Reports

10. County Executive Report.
11. Internal Auditor Report.
 - a) Board of Supervisors Budget Status Financial Report for December, 2013.
 - b) Quarterly Status Update.
12. Human Resources Report.
 - a) Discussion and approval re: Hiring a Senior Civil Engineer at Step 7.

Resolutions, Ordinances

13. Initial Resolution Authorizing the Issuance of Not to Exceed \$5,665,000 General Obligation Bonds of Brown County, Wisconsin in one or more series at one or more times.
14. Ordinance to Amend Sections 2.16 of the Brown County Code Entitled, "Appointment Terms for Committees, Commissions and Boards".
15. Ordinance Amending Sections 4.92 and 4.93 of Chapter 4 of the Brown County Code Entitled "Grievance Procedure".
16. Resolution re: Change in Table of Organization for the Neville Public Museum Technician.
17. Resolution re: The reclassification of the Clerk/Typist II Position at the Neville Public Museum.
18. Resolution re: Change in Table of Organization for the Neville Public Museum Project Operations Manager LTE & Cataloger LTE Grant Funded.
19. Resolution re: Change in Organization for the Human Services Department Social Worker/Case Manager.
20. Resolution re: Reclassification of Positions in the Human Services Department (Receptionist, Switchboard Operator, Clerk Receptionist, Switchboard Operator/Receptionist).
21. Resolution re: Change in Table of Organization for the Public Works Department LRE Highway Maintenance Worker.
22. Resolution re: Reclassification of Positions in the Land and Water Conservation Department Agronomist Technician & Engineering Technician.

Closed Session: Notice is hereby given that the governmental body will adjourn into a closed session during the meeting on number 1 below, as authorized pursuant to Wisconsin Statutes Section 19.85 (1)(e) deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and Pursuant to Wis. Stat. § 111.70 as allowed for purposes of negotiating and collective bargaining, which authorizes the governmental body to convene in closed session.

23. Discussion and possible action on labor negotiations and bargaining with the Sheriff Department Supervisory Employee Contract

Reconvene into Open Session on the following:

23. Discussion and possible action on labor negotiations and bargaining with the Sheriff Department Supervisory Employee Contract

Other

24. Such other matters as authorized by law.
25. Adjourn.

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

PUBLIC NOTICE OF MEETING

Pursuant to Section 19.84 of the Wisconsin Statutes, Notice is hereby given to the public that a meeting of the Board of Trustees, **Personnel Committee** of the Nicolet Federated Library System will be held **Tuesday April 8, 2014 at 11:00 a.m.**, in the **Nicolet Federated Library System Board Room**, 515 Pine Street, Green Bay, WI 54301

Personnel Committee Members:

Miriam Erickson, Ken Harter, Sandy Ryczkowski, Chris Wagner, Cheryl Maxwell

Other members: Agenda, for your information.

AGENDA

1. February 18, 2014 minutes.
2. Staffing Update.
3. **CLOSED SESSION** - Under WI Statutes Section 19.85 (1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
4. Reconvene in open session pursuant to WI Statutes Section 19.85 (2).
5. Possible action from closed session.
6. Other Business.
7. Adjourn.

Miriam Erickson, Chair
Personnel Committee

Attachments:

February 18, 2014 Minutes.

Notice is hereby given that action by the Committee may be taken on any of the items that are listed on the agenda.
Please call 448-4410 if you cannot attend this meeting.

PUBLIC NOTICE OF MEETING

Pursuant to Section 19.84 of the Wisconsin Statutes, Notice is hereby given to the public that a meeting of the NFLS Board of Directors will be held **Tuesday, April 8, 2014 at 12 Noon**, at the Brown County Central Library Lower Level Meeting Room, 515 Pine St., Green Bay, WI 54301.

AGENDA

1. Welcome & lunch.
2. Agenda Revisions.
3. Open Forum.
4. February 18, 2014 minutes.
5. Reports:
 - 5.1 President – Cheryl Maxwell
 - 5.1 a. Appoint Personnel Committee for 2014
 - 5.2 Treasurer's Report– Sandy Ryczkowski
 - 5.3 Personnel Committee – Miriam Erickson
 - 5.4 Director's Report – Mark Merrifield
6. OWLSnet Report – Gerri Moeller.
7. Member Library Report – Kay Rankel, Gillett Public Library.
8. Act 157 Information (Assembly Bill 288).
9. Oconto and Kewaunee County Library Plans.
10. Menominee Library Update.
11. System Merger and Consolidation Update.
12. **CLOSED SESSION** - Under WI Statutes Section 19.85 (1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
13. Reconvene in open session pursuant to WI Statutes Section 19.85 (2).
14. Possible action from closed session.
15. New Business.
16. Adjourn.

Attachments: • Board Minutes 2/18/2014 • Director's Report
Next Meeting: Tuesday, June 10, 2014, Farnsworth Public Library, Oconto

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-3600



Jeremy Kral, Executive Director

MEETING OF THE HUMAN SERVICES BOARD Thursday, April 10, 2014

**SOPHIE BEAUMONT BUILDING, BOARD ROOM A
111 NORTH JEFFERSON, GREEN BAY, WI 54311
5:15 P.M.**

AGENDA

1. Call Meeting to Order.
2. Approve/Modify Agenda.
3. Approve Minutes of January 9, 2014 & March 13, 2014 Human Services Board Meetings.
4. Executive Director's Report.
5. Electronic Medical Records Update.
6. Financial Report for Community Treatment Center and Community Programs.
7. *Statistical Reports.
 - a. Monthly CTC Data – Bay Haven Crisis Diversion/Nicolet Psychiatric Hospital.
 - b. Monthly Inpatient Data – Bellin Psychiatric Center.
 - c. Child Protection – Child/Abuse/Neglect Report.
 - d. Monthly Contract Update.
8. *Request for New Non-Continuous Vendor.
9. *Request for New Vendor Contract.
10. Other Matters.
11. Adjourn Business Meeting.

**Note: attached as written reports*

Notices:

Notice is hereby given that action by the Human Services Board may be taken on any of the items, which are described or listed in this agenda.

Please take notice that additional members of the Board of Supervisors may attend this meeting of the Human Services Board, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

Any person wishing to attend the Human Services Board meeting who, because of a disability, requires special accommodations, should contact the Human Services Department at (920) 448-6006 by 4:30 p.m. on the day before the meeting so that arrangements can be made.


APRIL 2014



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2 Public Safety 5:30 pm <i>Canceled</i>	3 Ed & Rec 5:30 pm @ Museum	4	5
6	7 Executive Cmte 5:30 pm	8	9	10	11	12
13	14	15 Bd of Sup 9:30 (Organizational Mtg) Vets Subcmte 5:00 pm	16	17	18	19
20	21	22	23 <i>Tentative -</i> Human Services 6:00 pm	24 <i>Tentative -</i> Admin Cmte 5:00 pm	25	26
27	28 <i>Tentative -</i> Land Con 5pm PD&T 5:15pm @ Public Works Dept	29	30			



MAY 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 <i>Tentative -</i> Ed and Rec 5:30 pm @ Zoo	2	3
4	5	6	7 <i>Tentative -</i> Public Safety 5:30 pm	8	9	10
11  <i>Mothers Day</i>	12 Executive Cmte 5:30 p.m.	13	14	15	16	17
18	19	20	21 Board of Supervisors 7:00 pm	22 <i>Tentative -</i> Admin Cmte 5:00 pm	23	24
25 Land Con & PD&T to be determined due to Memorial Day	26 Memorial Day <i>County Board Office</i> <i>Closed</i> 	27	28 <i>Tentative -</i> Human Services 6:00 pm	29	30	31

BROWN COUNTY COMMITTEE MINUTES

- Community Options Program Planning Committee (March 24, 2014)
- Fire Investigation Task Force (December 19, 2013)
- Library Board (December 19, 2013)
- Neville Public Museum Governing Board (March 10, 2014)
- Planning Commission Board of Directors (March 5, 2014)
- Solid Waste Board (January 20, 2014)
- Traffic Safety Commission (January 16, 2014)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

PROCEEDINGS OF THE COMMUNITY OPTIONS PROGRAM PLANNING COMMITTEE

A regular meeting of the Brown County Community Options Program Planning Committee took place on Monday, March 24, 2014 at 111 North Jefferson Street, Green Bay, Wisconsin.

Present: Helen Desotell, Mary Hansen, Patricia Hickey, Sandy Juno, Mary Schlautman, and Anthony Schmidt

Absent: None

Excused: Chua Xiong and Cathy Williquette-Lindsay

Others Present: Lori Weaver and Mary Rasmussen of BCHSD

Chairperson Mary Schlautman called the meeting to order at 8:32 a.m. with roll call. A quorum was present.

MODIFICATION/APPROVAL OF AGENDA

MOTION: Ms. Desotell moved to approve the agenda as mailed. Ms. Juno seconded. Motion carried unanimously.

MODIFICATION/APPROVAL OF MINUTES

MOTION: Ms. Hickey moved to approve the January 27, 2014 minutes as mailed. Ms. Juno seconded. Motion carried unanimously.

GENERAL UPDATES

Family Care Update – Mr. Schmidt (the current Long Term Care Supervisor who replaced Ms. Weaver) said Rolf Hanson's latest update indicates NEW Family Care District will be partnering with Lakeland Care District. Lakeland currently operates in Fond du Lac, Manitowoc and Winnebago Counties and serves approximately 2,700 residents. They feel the partnership will benefit both agencies. The next step toward Family Care expansion into the NEW district counties will begin with the issuance of an RFP. Ms. Weaver said expansion is expected to follow the most recent timeline.

COP High Cost – Mr. Schmidt said our 2014 allocation will be \$50,000 as in the past. This will be used on a case-by-case basis to pay for exceptional consumer needs exceeding \$2,000.

Significant Proportions – Mr. Schmidt said we are still just shy of the state's 57% elderly goal. We continue to take elderly consumers off the waiting list. Attrition remains the main reason for the difficulty maintaining the 57%. Currently case managers are being assigned cases from July, 2013 and prior from the COP waiting list. Since January 1st, 2014 there have been 12 nursing home diversion cases assigned, four of which were elderly and eight physically disabled. There have also been 11 nursing home relocation cases assigned, seven elderly and four physically disabled. So far in 2014 there have been 37 individuals taken off the wait list. Currently there are 421 unassigned cases on the wait list, 231 physically disabled and 190 elderly.

PROCEEDINGS OF COMMUNITY OPTIONS PLANNING COMMITTEE – March 24, 2014

Staff Update – Mr. Schmidt said there are now 19 COP employees. Several well-qualified candidates have been interviewed for the vacant full-time position, and an offer should be made this week to one of those candidates. This hire will reduce caseload sizes and will hopefully help bring the unit closer to the 57% elderly significant proportions goal.

CIP Update – Ms. Hansen said the unit continues to replace vacant case manager positions. One new hire begins this week, and there will be one more hire before the CIP unit is fully staffed again. No consumers are being taken off the wait list currently. Transition students who have “aged out” of the Children’s Long Term waiver program are being opened in CIP. There are currently 79 on the DD wait list, 38 of which are considered “at large.”

Ms. Hickey asked about the January presentation on integrated employment settings by Tammy Hofmeister from the state. Ms. Hansen outlined the focus of Ms. Hofmeister’s message. Ms. Hickey asked if Ms. Hofmeister feels we will be going toward the “one-size-fits-all” model and how she feels we will transition to this model. Ms. Hansen said Ms. Hofmeister refers to it as a “movement” and community perception is important. She also talked about employer incentives to hire these consumers.

MOTION: Ms. Desotell moved to approve the update reports and place them on file. Ms. Hickey seconded. Motion carried unanimously.

MOTION: Ms. Desotell moved to adjourn. Ms. Hickey seconded. Motion carried unanimously. The meeting adjourned at 8:46 a.m.

Respectfully submitted,
Mary Rasmussen

PROCEEDINGS OF THE BROWN COUNTY FIRE INVESTIGATION TASK FORCE

BOARD OF DIRECTORS

A meeting of the Board of Directors of the Brown County Fire Investigation Task Force was held on December 19, 2013, at 9:00 a.m., at the Brown County Sheriff's Office, 2684 Development Drive, Green Bay, WI.

Present: Ed Janke, Brad Muller, Larry Mours, Todd Delain, David Lasee, Mike Niefert, Joe Gabe

Excused: Eric Dunning

Item #1. Adoption of Agenda.

Motion was made by Muller and seconded by Delain to adopt the agenda. **Motion carried.**

Item #2. Review Minutes of Previous Meeting.

Motion was made by Delain and seconded by Mours to approve the minutes from September 19, 2013. **Motion carried.**

Item #3. Report of Monthly Activities of the Fire Investigation Unit.

Gabe reported that the Fire Investigation Unit was called out to the following fires since the last meeting:

11-06-13 3107 Lost Dauphin Rd., Lawrence (house/accidental)
12-03-13 4430 Townline Rd., Denmark (house/undetermined)
12-12-13 155 Williams St., Pulaski (garage/arson/juvenile)

Item #4. Report of General Membership President.

The last meeting was held on December 5, 2013. There was discussion about issues with showing up to fires and who is in charge. A reminder was given that non-criminal investigations are to be turned in to the respective fire department and criminal investigations are to be turned in to the respective police jurisdiction. Delain noted that if there is follow-up investigation to be done after a fire that occurred in the County, a fire investigator from the Brown County Sheriff's Office will be assigned to conduct the follow-up.

Item #5. Financial Report.

There is \$9,371.44 remaining in the budget this year. Need to ask Public Safety Committee if we can carry over remaining balance to be used for purchase of new vehicle. Some new T3 digital cameras will be purchased from the remaining funds.

Item #6. Old Business.

A. Disposition of Case Proceedings.

Gabe reported that a CODIS hit was received reference the 2007 Humboldt church fire. The suspect is in prison. However, the statute of limitations may have expired. Will check with the feds to see if they might look into it. In reference to the CTH ZZ house fire, the lab will check the stove to see if it was the cause of the fire. The Memorial Drive apartment fire was started by cigarette butts in a flower pot. In the Ricky Drive fire, it was learned that the 7-year-old child who resides there caused the fire and was also involved in a house fire four years ago on Oak Street.

Item #7. New Business.

A. Approval Vote on New Fire Investigators.

Ten applicants interviewed for open fire investigator positions. The interview board recommended Matt Omdahl and Brandon Dhuey from the Brown County Sheriff's Office, Karl Linsmeier from Green Bay Metro Fire, and Jim Stupka from De Pere Fire. However, Stupka had since stated he was no longer interested. After discussion, motion was made by Delain and seconded by Muller to recommend Kyle Lauf from Bellevue Fire as the fourth investigator. **Motion carried.** Joseph Patenaude from the Brown County Sheriff's Office and Aaron Anderson from Green Bay Metro Fire submitted applications for intern positions. Motion was made by Janke and seconded by Muller to approve all the above-mentioned applicants for their respective positions. **Motion carried.** It was noted that Lance Catalano resigned from the Task Force and Greg Steenbock moved from intern to investigator.

B. Future Direction of the Fire Investigation Task Force.

This topic has been taken care of.

Item #8. Report of Juvenile Firesetter Program Coordinator.

Nieft reported that Nick Craig had two juvenile educational interviews—no referrals.

Item #9. Other Matters.

It was suggested that letters be sent to newly approved investigators/interns. They will need to be given orientation on equipment.

FITF Board of Directors
December 19, 2013
Page 3 of 3

Item #10. Set Date, Time, and Location of Next Meeting.

The next meeting was set for March 20, 2014, at 9:00 a.m. at the Brown County Sheriff's Office. However, it was later changed to April 3, 2014.

Item #11. Adjourn.

Motion made by Mours and seconded by Muller to adjourn the meeting. **Motion carried.**

Respectfully submitted,

Marsha Laurent
Recording Secretary

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **December 19, 2013 at 5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

PRESENT: KATHY PLETCHER, DON CARMICHAEL, BOB NIELSEN, TIM NIXON, CHRISTOPHER WAGNER, VICKY VAN VONDEREN and TERRY WATERMOLEN

EXCUSED: CARLA BUBOLTZ

ALSO PRESENT: Lynn Stainbrook, Lynn Hoffman, Lori Denault, Sue Lagerman, Curt Beyler (staff)

CALL TO ORDER President Kathy Pletcher called the meeting to order at 5:15 p.m.

CONSENT ITEMS

a. Approve/modify agenda L. Stainbrook asked to remove agenda item #6c since there were not any non-budgeted expenditures to approve. **Motion** by B. Nielsen, seconded by C. Wagner, to strike agenda item #6c and approve the modified agenda. **Motion carried.**

b. Approval of minutes The Facilities Report in the September 19 minutes was corrected to read, "*There is agreement that the cooling tower from the former Mental Health Center should be moved and installed at Central.*" **Motion** by T. Nixon, seconded by T. Watermolen, to approve the corrected September, 2013 minutes. **Motion carried.**
Motion by T. Nixon, seconded by C. Wagner, to approve the November, 2013 minutes as discussed. **Motion carried.**

COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC

Two letters commending staff for their helpfulness at the Denmark and Kress Family branches were received by the library. No one was present to address the Board.

REPORT FROM MUSEUM-LIBRARY TASKFORCE

The Taskforce did not meet. T. Nixon is finalizing the recommendation and anticipates that it will be presented by the end of the month. The committee unanimously agreed that co-location is not in the best interest of the library or museum.

STRATEGIC PLAN

a. Bookmobile future; a draft report

Discussion took place about how best to use this asset. The Board agreed that decisions about the Bookmobile's future need to be made as well as a strategy devised for dealing with repairs and maintenance. Additional analysis is needed to assist in prioritizing its library services role. Further information including data on stops, maps of stops by supervisory district, circulation, and users will be collected. An overall mechanical assessment could be very useful in determining a budget for potential repairs. The Bookmobile is 20 years old and it is inevitable that parts will fail and need replacing. The Board directed L. Stainbrook not to authorize any repairs without Board approval.

LIBRARY BUSINESS

a. Information Services Report C. Wagner asked about fixes to system slowness. Some issues have been fixed and others still exist. Regarding RFID at the Southwest Branch, a decision was made to switch vendors from MK Sorting to Biblioteka. The library's other RFID systems are from Biblioteka and the license allows multi-branch use. K. Pletcher reported that she had contacted Brent Miller in County Administration to discuss library issues but a meeting won't take place until a new BCTS director is hired. L. Stainbrook had also contacted Brent to discuss how chargebacks are calculated.

b. Financial Manager's report, bills and donations L. Denault reported that there were no bills out of the ordinary. Financial reports for November, 2013 were presented. It appears that salaries will not come in on budget but there may be fringe savings which would offset the salaries budget. The library will have casual payouts. In the past monies for this have been contributed by the county. If that does not happen this year, the payouts will hit the salaries budget. Utilities are slightly under budget - gas is up and electric is down. This past month posted about \$49,500 in I.S. chargebacks. There may be savings if those amounts stay the same. It was asked if staff has access to a report of all service tickets submitted to I.S. It was also asked if we could get an estimate, perhaps from Camera Corner, on what an appropriate amount is to pay for IT services. K. Pletcher reminded that part of the costs the library pays to I.S. helps to support servers, the network, and its infrastructure - the library is paying a percentage of the whole. Since an itemized listing and related accounting for monthly chargebacks isn't readily available, L. Stainbrook suggested that K. Pletcher and L. Denault meet with Carolyn Maricque, BC Finance Director, to discuss and better understand chargebacks. **Motion** by T. Nixon, seconded by T. Watermolen, to approve the November, 2013 financial statements. **Motion carried.**

Motion by T. Watermolen, seconded by D. Carmichael to approve the Gifts, Grants and Donations as follows:

**Brown County Library
Gifts, Grants & Donations Report
November 2013**

Gifts & Donations

11/07/13	Sandra Dollar - In Memory of Dan Peterson	20.00	Wrightstown Materials
11/07/13	Susan Aldridge-In Memory of Mrs. Jeanette Schimmel Klein	35.00	Central Materials
11/07/13	Focus on Energy	24,049.67	Lighting Project
11/15/13	Friends of Brown County Library P.E.O. Chapter N-In Memory of Helen Wright & Betty	(350.00)	Cont. Ed. Overpayment
11/27/13	Mortonson	78.00	NonFiction Materials
11/27/13	Focus on Energy	12,500.00	Lighting Project
11/01/13	Ashwaubenon	28.14	Donation Box
11/01/13	Bookmobile	6.25	Donation Box
11/01/13	East	53.68	Donation Box
11/01/13	Weyers/Hilliard	18.28	Donation Box
11/01/13	Central Circulation		Donation Box
11/01/13	Kress	25.72	Donation Box
11/01/13	Pulaski	8.50	Donation Box
11/01/13	Southwest	9.75	Donation Box
11/01/13	Wrightstown	7.86	Donation Box
	Total Donations	\$ 36,490.85	

Federal & State Grants

11/30/13	Nicolet Federated Library System	4,327.43	Collection Development
11/30/13	Nicolet Federated Library System	1,532.57	Continuing Education
	Total Grants	\$ 5,860.00	

Motion carried.

- c. **Facilities Report** C. Beyler reported that the demand control ventilation is installed at Weyers-Hilliard Branch; the bike shelter will be installed at the Southwest Branch in January; the second Central Library elevator will be finished with an inspection scheduled for Friday, December 20; Central's service elevator will go out of service on December 23 until January 15, 2014 in order to have new controls, doors and door operators installed. Other Public Works projects include the posting of the cooling tower relocation bid; various power and lighting projects that address safety (exit signage, exterior lighting and interior emergency lighting); and an emergency power transfer switch division. Specifications for the lighting projects were received, the project was posted for bidding and bids are due by January 20. Bids will go to PD&T for approval in January and then to the County Board for approval in February. An estimate to replace the carpeting, that is bunching and a tripping hazard, in Central's auditorium was received. Since there was money saved on the elevator project, money may be available from the \$1.5M that was bonded in order to fund the re-carpeting.
- d. **New Website Demonstration** S. Lagerman gave the board an overview of the library's new website, planned to go live in the next week. Enhancements and new areas were pointed out such as a calendar of events, distinct pages for databases and electronic services, community information, employment opportunities and a YouTube channel. Objectives of the new website are to offer simplicity (more white space), simpler navigation, and a reduction of duplicated content. The site will be hosted by the Nicolet Federated Library System. The domain name, www.browncountylibrary.org, will remain the same.

NICOLET FEDERATED LIBRARY SYSTEM

a. **Monthly update** The 2014 Resource Library Agreement was approved.

b. **Approve 2013 Collection Grant Report** **Motion** by T. Watermolen, seconded by C. Wagner to approve the 2013 Collection Grant report. **Motion carried.**

c. **Approve 2014 Collection Development Grant Application Motion** by T. Watermolen, seconded by C. Wagner to approve the 2014 Collection Development Grant Application. **Motion carried.**

D BUSINESS

AB288 update A compromise on AB288 allows Brown County to continue to collect funds to reimburse from an adjacent county but also gives some concession to the non-county libraries.

PERSONNEL

a. **Approve Salary Range for Operations Manager** Based on documents previously distributed a salary range needs to be given to the consultant. The key is to hire a person who is qualified and the salary has to be such that it appropriately compensates experience and potential. The sense of the Board will be communicated to the consultant.

b. **Approve Table of Organization Change in Central Public Services Department Motion** by D. Carmichael, seconded by T. Watermolen, to approve the Table of Organization Change as indicated below:

The Library Director recommends that the Library Board reallocate personnel in the Public Services work group (Children's Services and Books, Movies, Music and More). This change results in a savings of \$671.39

The financial impact of this change is as follows:

Position	Hours	Location	Wage Rate	Salary	Fringe	Total	Net Savings
1.0 Library Service Associate	37.5	Books & More	\$ 19.64	\$ 38,288.25	\$ 16,272.51	\$ 54,560.76	
change to 32				\$ 32,680.96	\$ 13,889.41	\$ 46,570.37	\$ 7,990.39
.83 Library Service Associate	32	Children's	\$ 17.96	\$ 29,882.94	\$ 12,700.25	\$ 42,583.19	
change to 37.5				\$ 35,019.08	\$ 14,883.11	\$ 49,902.19	\$ (7,319.00)
						NET SAVINGS \$	671.39

This table of organization change and permission to fill open positions and subsequent annual savings, is submitted for approval at the December 19, 2013 Library Board meeting in accordance with Wisconsin Statutes 43.58(4), and reported to the Education & Recreation Committee on January 2, 2014 as part of the Director's report and attached to the meeting minutes.

Motion carried.

PRESIDENT'S REPORT

No report.

DIRECTOR'S REPORT

T. Watermolen asked about reviewing job descriptions to reevaluate the scope of certain positions. Discussion took place about the work of the Work Rules Committee, particularly the recent job factoring that is being conducted and how it was going to continue once Lynn Hoffman leaves. Three different people on committee will be leading the group. L. Stainbrook feels strongly that it is very important that the process is facilitated by someone on the group. She is confident that the group will get through the factoring and then share that information with staff. The classification plan will be given to the Library Board to determine the pay/compensation plan.

CLOSED SESSION (7:30 p.m.) Motion by C. Wagner seconded by V. Van Vonderen to move into closed session pursuant to Wis. Stat. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – staff compensation. Aye: T. Watermolen, B. Nielsen, V. Van Vonderen, D. Carmichael, C. Wagner, T. Nixon, and K. Pletcher. Nay: None. **Motion carried unanimously.** L. Stainbrook was invited to stay.

RETURN TO OPEN SESSION (8:00 p.m.) Motion by C. Wagner, seconded by D. Carmichael to return to open session. Aye: T. Watermolen, B. Nielsen, V. Van Vonderen, D. Carmichael, C. Wagner, T. Nixon, and K. Pletcher. Nay: None. **Motion carried unanimously.**

APPROVE ANY ACTION THAT MAY HAVE BEEN RECOMMENDED IN EXECUTIVE SESSION ON STAFF

COMPENSATION Motion by T. Watermolen, seconded by B. Nielsen for the Board President to send a communication to the library staff that states the Library Board is creating a comprehensive compensation plan that better aligns compensation with employee performance and responsibilities. The goal is to have the process completed within the first quarter of 2014. Any pay increases will take effect after the process is completed.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

By general consensus, Board members agreed to take turns paying for the sandwiches provided at meetings, which had been funded from a donation (T. Nixon - January; T. Watermolen – February and K. Pletcher – March.)

MEETING SUMMARY/NEXT MEETING PLANNING

ADJOURNMENT

Motion by V. Van Vonderen, seconded by C. Wagner, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 8:07p.m.

NEXT REGULAR MEETING

January 16, 2014

Central Library

515 Pine Street, downtown Green Bay

5:15 p.m.

Respectfully submitted,
Dr. Christopher Wagner, Library Board Secretary
Sue Lagerman, Recording Secretary

PROCEEDINGS OF THE BROWN COUNTY NEVILLE PUBLIC MUSEUM GOVERNING BOARD

Pursuant to Section 19.84, Wis. Stats., a meeting of the **Brown County Neville Public Museum Governing Board** was held at 4:30 p.m. on Monday, March 10, 2014 at the Neville Public Museum, 210 Museum Place, Green Bay, Wisconsin

PRESENT: Kevin Kuehn, Tom Sieber, Kramer Rock, Bernie Erickson
ALSO
PRESENT: Beth Lemke, Bill Meindl (Green Bay Development News)

CALL MEETING TO ORDER

1. Chairman Kuehn called the meeting to order at 4:35PM.

2. APPROVE/MODIFY AGNEDA

Motion made by Tom Seiber and seconded by Kramer Rock to approve the agenda.
Vote taken.

MOTION APPROVED UNANIMOUSLY.

3. Update and Discussion on FY 14 budget and program plans

2014 NPM Member and VIP Reception Dates

Touchdown! Green Bay Packers Hall of Fame Inc. at the Neville Public Museum –

*Friday, April 4 **6-8pm***

*Neville Art Annual: A Retrospective –**Thursday, Sept. 4, 6-8pm***

*An Artistic Discovery: The Congressional Art Competition – **Sunday, April 27, 1-2:30pm***

*Agriculture to Tavern Culture: the Art, History and Science of BEER - Friday, **June 13, 6-8pm***

*Neville Art Annual: A Retrospective –**Thursday, Sept. 4, 6-8pm***

*Holiday Memories of Downtown Green Bay – **Friday, Nov. 21, 6-8pm***

*Touchdown! Green Bay Packers Hall of Fame Inc. at the Neville Public Museum
Opens April 5, 2014*

.50 technician applications are under review and interviews scheduled

Upon reviewing 2014 budget and staffing needs a resolution for table of organization change will be submitted for April 3, 2014 Education and Recreation

for approval.

Updates were shared with NPM's involvement with Fireworks on the Fox, working with the Navy League and the Sea Perch program for the City of Green bay Kids day June 25th, and providing the Golf Course historic images for the Late spring grand re-opening.

Additionally updates and promotional ideas were shared in conjunction with the WWI exhibit including working with Military Veterans organizations and providing singe/visitor passes for upcoming Air Force band concert on April 13, 104.

Discussion ensued, no action taken.

4. Discussion of Museum Master Plan. Discussion ensued, no action taken.
5. Adjournment. Motion to adjourn made at 5:15 by Bernie Erickson seconded by Kramer Rock.
MOTION APPROVED UNANIMOUSLY

MINUTES
BROWN COUNTY PLANNING COMMISSION
BOARD OF DIRECTORS
Wednesday, March 5, 2014
Green Bay Metro Transportation Center
901 University Avenue, Commission Room
Green Bay, WI 54302
6:30 p.m.

ROLL CALL:

Paul Blindauer	<u>Exc</u>	John Klasen	<u>X</u>
James Botz	<u>X</u>	Michael Malcheski	<u>X</u>
Paul Brewer	<u>X</u>	Ken Pabich	<u>X</u>
William Clancy	<u>Exc</u>	Scott Puyleart	<u>Exc</u>
Norbert Dantine, Jr.	<u>X</u>	Dan Robinson	<u>X</u>
Ron DeGrand	<u>X</u>	Ray Tauscher	<u>X</u>
Bernie Erickson	<u>X</u>	Mark Tumpach	<u>X</u>
Steve Gander	<u>X</u>	Steve VandenAvond	<u>Abs</u>
Steve Grenier	<u>X</u>	Jason Ward	<u>X</u>
Colleen Harris	<u>X</u>	Dave Wiese	<u>X</u>
Phil Hilgenberg	<u>X</u>	Reed Woodward	<u>X</u>
Dotty Juengst	<u>Exc</u>	VACANT (Holland and Morrison)	<u> </u>

OTHERS PRESENT: Lisa J. Conard, Brown County Supervisor Dave Kaster, Chuck Lamine, and Cole Runge.

1. Approval of the minutes of the February 5, 2014, regular meeting of the Brown County Planning Commission Board of Directors.

A motion was made by K. Pabich, seconded by D. Wiese, to approve the minutes of the February 5, 2014, regular meeting of the Brown County Planning Commission Board of Directors. Motion carried.

2. Introduction of Colleen Harris, appointed by the Village of Bellevue and Town of Scott, to the Brown County Planning Commission Board of Directors.

C. Lamine introduced Colleen Harris and welcomed her to the Brown County Planning Commission Board of Directors.

3. Discussion and action on *Major Amendment #2 to the 2014-2018 Transportation Improvement Program for the Green Bay Urbanized Area.*

L. Conard referred to the listing of the projects in the staff report.

Sponsor	Project Description	Type	Federal	State	Total
WisDOT	<u>CTH EE</u> (Village of Hobart)				
158-14-009	Reconstruction of the Dutchman's Creek Bridge & Approaches located west of CTH GE; P-05-0050; 9277-00-00, 71	Design - 2015	\$35,770	\$7,154	\$42,924
158-14-010		Const. - 2016	\$186,624	\$37,325	\$223,949
WisDOT	<u>CTH M</u> (Village of Suamico)				
158-14-011	Reconstruction of the Suamico River Bridge & Approaches located south of CTH B; B-05-0011; 9287-03-00, 71	Design - 2015	\$52,186	\$10,437	\$62,623
158-14-012		Const. - 2017	\$330,509	\$66,102	\$396,611
OCR	<u>CTH M</u> (Village of Howard)				
158-14-013	Installation of Signals and Gates at the Escanaba & Lake Superior Railroad Crossing; 388707D; 1009-93-62	Install - 2016	\$130,000	\$70,000	\$200,000
WisDOT	<u>STH 32/57</u> (C De Pere, T Ledgeview, T Rockland, & T Wrightstown)				
158-14-014	Preservation & Access Management Study in anticipation of proposed southern bridge; 4085-45-00	Plan - 2014	\$440,000	\$110,000	\$550,000
TOTAL:			\$1,175,089	\$301,018	\$1,476,107

L. Conard stated that the public hearing for the amendment was held at the February 5, 2014, meeting of the BCPC Board of Directors. L. Conard noted that because the amendment is considered a major amendment, a 15-day public review and comment period and a public hearing were held. One comment was received and was forwarded to the appropriate WisDOT staff.

L. Conard stated that staff is recommending approval of the amendment.

D. Robinson asked for clarification regarding the statement in the staff report "The current Level of Service (LOS) for the corridor is B/C. The 20 year LOS falls to C/D."

L. Conard stated that traffic is anticipated to increase and that the roadway would experience a greater level of congestion.

C. Harris stated that LOS C/D traffic is tighter than B/C, but not failing.

A motion was made by S. Grenier, seconded by K. Pabich, to approve *Major Amendment #2 to the 2014-2018 Transportation Improvement Program for the Green Bay Urbanized Area*. Motion carried.

4. Proposed Technical Advisory Committee for the development of the *Green Bay Metropolitan Planning Organization (MPO) 2045 Long-Range Transportation Plan*.

In 2014 and 2015, MPO staff will develop the next major Long-Range Transportation Plan. As part of this effort, MPO staff is proposing the following representation on the Long-Range Plan Technical Advisory Committee. The MPO staff anticipates the advisory committee will meet three to five times during the process.

Staff recommends the following membership:

- Members of the BCPC Transportation Subcommittee/MPO Technical Advisory Committee
- Port of Green Bay
- Trucking industry representative
- Land use specialist
- Economic development specialist
- Member of the BCPC Board of Directors
- Bike/pedestrian specialist

In addition, staff would invite the following Environmental Resource Agencies to participate on the committee:

- US Coast Guard
- National Park Service - Midwest Regional Office
- Wisconsin Department of Natural Resources - Northeast Region
- US Fish and Wildlife Service
- Wisconsin Bureau of Aeronautics
- US Army Corps of Engineers
- Wisconsin Department of Agriculture, Trade and Consumer Protection
- Wisconsin Historical Society
- US Environmental Protection Agency - Region 5

D. Robinson asked if a representative from Green Bay Metro is currently on the Transportation Subcommittee.

L. Conard stated yes.

D. Robinson asked if air and rail representatives would be invited to participate.

L. Conard stated the Mr. Tom Miller, Airport Director, serves on the BCPC Transportation Subcommittee and Mr. Tom Klimek, who is also on the subcommittee, is very knowledgeable about the rail industry and is employed by E&LS Railroad.

A motion was made by K. Pabich, seconded by R. DeGrand, to approve the proposed Technical Advisory Committee for the development of the *Green Bay Metropolitan Planning Organization (MPO) 2045 Long-Range Transportation Plan*. Motion carried.

5. Discussion regarding composition and representation for the Brown County Planning Commission Board of Directors.

C. Lamine stated that on February 23, 2011, the Village of Bellevue adopted the attached resolution *Requesting that the Village of Bellevue, Wisconsin be Provided Its Own Representative to the Brown County Planning Commission*. At that time, the BCPC Board

of Directors suggested that it would be better to wait until after the 2010 census information was available and until after the County Board redistricting process was completed.

The January 27, 2014, Planning, Development, & Transportation (PD&T) Committee meeting agenda included the following item: Discussion and possible action re: assigning Bellevue their own representative on Brown County Planning Commission. At this meeting the PD&T Committee referred the issue to staff.

As a result of the Green Bay Urbanized Area exceeding a population of 200,000, the Green Bay Metropolitan Planning Organization has been designated as a Transportation Management Area (TMA). With this designation, the BCPC Board of Directors, serving as the MPO Policy Board, will be required to add a public transit representative and possibly a representative from the Wisconsin Department of Transportation.

The BCPC was established as a one county regional planning commission (RPC) under Sec. 66.945(3)(b) Wis. Stats. These statutes further require that to change the organizational structure of the BCPC Board of Directors, it requires adopted resolutions from a majority of the governing bodies of the local units of government in the county representing at least half of the population.

Mr. Lamine noted that the 50-50 requirements were put in place to make it difficult to modify the composition of RPCs. Mr. Lamine noted that this is a very time consuming process. There are 24 local units of governments in Brown County that will need to address this issue.

If it is the desire of the BCPC Board of Directors, BCPC staff could be directed to develop alternative representation structures to be considered for recommendation to the communities within Brown County.

B. Erickson requested a roster of the current planning commission membership and representations. In addition, B. Erickson asked for 2010 Census population by community.

C. Lamine stated he would provide this information.

N. Dantine stated the commission does "not plan by population" and suggested that the board not approach reorganization only that way. Each community's developable acreage should be considered as well.

Discussion occurred on how effective the commission has been since 2001 (when the last change in membership occurred). The consensus was that the commissioners have not acted parochially and that members have voted in the best interest of the county as a whole. There has been very little or no controversy during this period.

S. Grenier stated that he enjoys serving on the commission because urban and rural interests are able to come together for the greater good. S. Grenier stated that the current make-up of the commission has not failed, so we should not change it if it is working well.

M. Malcheski stated the reorganization could be handled by the state legislature and governor.

C. Lamine stated that the Village of Bellevue could also take the responsibility of developing a reorganization plan and present it to the 24 local units of government. It would have to meet the 50-50 rule discussed earlier.

A motion was made by B. Erickson, seconded by D. Robinson, to open the floor. Motion carried.

Brown County Supervisor Dave Kaster spoke in favor of restructuring the planning commission board to include a representative from the Village of Bellevue in lieu of a shared representative with the Town of Scott. Mr. Kaster stated since achieving "village" status, Bellevue continues to grow in population, grow in sewer service area, and has a TIF district.

A motion was made by B. Erickson, seconded by J. Klasen, to return to regular business. Motion carried.

J. Ward stated he represents the Villages of Suamico and Hobart, but resides in Suamico. He would support a scenario that allows each village to have its own representative as it is very difficult to represent the interests of Hobart.

R. Tauscher stated that communities (towns) could be evaluated to identify similar issues and be paired accordingly.

D. Robinson stated that planning staff could include an alternative that would keep the planning commission as is (in addition to the two positions related to TMA status), with justification to support it.

D. Wiese stated he would like to see this as an option.

A motion was made by K. Pabich, seconded by S. Gander, to direct staff to develop alternative representation structures. Motion carried.

6. Director's report.

N. Dantine asked C. Runge to review the contents of a letter from the Federal Highway Administration (FHWA) concerning the MPO's Certification Review (the letter is attached to the minutes).

C. Runge stated that the FHWA and Federal Transit Administration (FTA) will be conducting a Certification Review of the transportation planning process on June 4 and 5. There will be an opportunity for the public to talk directly with FHWA and FTA in an open public meeting. This meeting is scheduled for the evening of June 4, prior to the scheduled meeting of the BCPC Board of Directors.

C. Lamine stated he has completed the 2013 annual report and will present it to the board at a future meeting.

C. Lamine announced the vacant Transportation Planner/GIS position has been filled. The individual hired will start on April 15.

C. Lamine stated that the Brown County Research and Business Park project is moving forward. C. Lamine cautioned that this will be a very slow process. UW-Green Bay and the business community have been very supportive. UW-Green Bay is currently looking to

fill the Chancellor position and staff is hopeful that one will be hired that will embrace the Research and Business Park concept.

C. Lamine stated that experts in the field have stated that the county has been “blessed with a lot of land” and “cursed with a lot of land.” It may be prudent to focus on 10 acres initially. Experts have also stated that the county may want to avoid TIF, as this can put pressure on the county to accept any type of development.

A motion was made by S. Grenier, seconded by R. DeGrand, to receive and place on file the Director’s Report.

7. Brown County Planning Commission staff updates on work activities during the month of February 2014.

A motion was made by B. Erickson, seconded by K. Pabich, to receive and place on file the staff updates. Motion carried.

8. Other matters.

None.

9. Adjourn.

A motion was made by J. Klasen, seconded by K. Pabich, to adjourn. Motion carried.

The meeting ended at 7:20 p.m.

Letter sent to BCPC / MPO Policy Board President, Mr. Norb Dantinne, regarding the FHWA and FTA Certification Review for the Green Bay MPO.



Federal Highway Administration
S2S Junction Road, Suite 8000
Madison, WI 53717

Federal Transit Administration
200 W. Adams Street, Suite 320
Chicago, IL 60606

March 3, 2014

Norbert Dantinne, Jr., President
Green Bay Metropolitan Planning Organization
541 School Road
Luxemburg, WI 54217

Subject: 2014 Green Bay Metropolitan Planning Organization Certification Review

Dear Mr. Dantinne:

The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) will be conducting a Certification Review of the transportation planning process for the Green Bay metropolitan area on June 4- 5, 2014. These dates were selected in consultation with the metropolitan planning organization (MPO) staff. The review will begin on the morning of June 4th and will examine the cooperative planning process as conducted by the Green Bay Metropolitan Planning Organization, the Wisconsin Department of Transportation, local transit operators, and local units of government in the area.

Federal transportation statutes require USDOT Certification of the transportation planning process in urbanized areas over 200,000 population once every four years. Certification Reviews are conducted with the objective of evaluating the transportation planning process. Consequently, we will not be conducting a pass/fail review but rather we intend to highlight good practices, exchange information, and identify opportunities for improvement. The Certification process will rely extensively on knowledge gained throughout the year from routine contact with the planning process in the Green Bay area, as well as the scheduled Certification Review meeting.

There will be an opportunity for the public, including key MPO Committee members and special interest groups, to talk directly with FHWA and FTA in an open public meeting concerning their views on the transportation planning process being conducted in the Green Bay metropolitan area. This public meeting is scheduled for the evening of June 4th, prior to the scheduled meeting of the policy board.

Upon completion of the site visit, a report documenting the findings and public comment will be prepared. This report will include a summary of the issues discussed, the compliance checks made during the field review, and any corresponding findings and/or recommendations. The FHWA Wisconsin Division Office and the Regional Office of FTA will then jointly issue a Planning Certification Finding.

If you should have any questions concerning the review, please contact me at (608) 829-7517 or Christopher Bertch of FTA at (312) 353-3853.

Sincerely,



Alexis Kuklenski
Community Planner
Federal Highway Administration

ecc: Cole Runge, Green Bay MPO
Sandra Beaupre, WisDOT
Derek Weyer, WisDOT-NE Region
Christopher Bertch, FTA-Region V
Dwight McComb, FHWA
Bill Stark, FHWA

**STAFF REPORT
TO THE
BROWN COUNTY PLANNING COMMISSION
March 5, 2014**

February 2014 Staff Activity Reports

The recent major planning activities of Chuck Lamine, Planning Director:

- Continued to research and analyze background materials for the Brown County Research and Business Park.
- Met with the Brown County Executive and UWGB Chancellor and faculty to discuss the results of the Association of University Research Parks workshop and the next steps in the research and business park development.
- Conducted staff meetings.
- Met with staff from the Village of Ashwaubenon and Airport to discuss business district zoning potential on Airport non-aeronautical property.
- Attended the February meeting of the Airport Development Committee.
- Coordinated with legal counsel regarding a collection action associated with delinquent Brown County Revolving Loan Fund (RLF) loans to MetJet, Inc. and Raven Manufacturing. Litigation resulted in a pathway forward for the collection of funds owed by MetJet.
- Attended a meeting of the County Executive's Economic Development Work Group.
- Interviewed applicants for the vacant Planner I - Transportation position.
- Attended the February meeting with WisDOT and Federal Highway Administration (FHWA) staff regarding the southern bridge and arterial EIS and IAJR.
- Coordinated and attended the February Brown County Planning Commission Board of Directors meeting.
- Met with the Corporation Counsel, Brown County Golf Course Manager and Planning and Land Services staff regarding securing an access easement to the Golf Course property.
- Attended the February meeting of the Green Bay/Brown County Professional Football Stadium District Board.
- Attended the Village of Ashwaubenon TIF Review Board meeting as the Brown County representative.
- Met with a consultant regarding the Brown County Research and Business Park.
- Participated in a meeting with the County Principal Transportation Planner and representatives of WisDOT, FHWA, and the consulting firm hired to complete the IAJR traffic analysis (SRF) to discuss SRF's methodology for completing the traffic analysis and the need for SRF to complete the tasks that are identified in the project contract.
- Presented at the Planning, Development & Transportation Committee a budget adjustment to facilitate distribution of Brown County Revolving Loan Fund homeowner rehabilitation loans, a budget carryover request, as well as provided an update regarding progress associated with the development of the Brown County Research and Business Park.
- Met with the Planning staff and the Housing Quality Standards inspection firm to discuss inspection processes and procedures on February 24.
- Met with a member of the Green Bay Planning Department to discuss the University Avenue Corridor Planning effort on February 6.
- Met with a representative of Congressman Ribble's office to discuss the Brown County Research and Business Park and progress on the Southern Bridge and Arterial EIS and IAJR study on February 6.

- Attended the February 19 County Board meeting for a cemetery plat as well as the update to the Brown County Floodplains Ordinance.
- Attended the February Advance Municipal Issues meeting.
- Prepared the 2013 Planning and Land Services Department Annual Report and met with the County Executive to discuss department progress and future initiatives.
- Completed a status report to the Wisconsin Department of Administration regarding the status of the Brown County Economic Development Revolving Loan program.

The recent major planning activities of Cole Runge, Principal Transportation Planner:

- Continued to work on the 2010-2012 Green Bay Metropolitan Area Intersection Crash Study. Work on the study included analyzing crash data at intersections with relatively high crash rates and continuing to develop the draft study document.
- Completed the MPO's report and reimbursement request to WisDOT for the fourth quarter of 2013. Also developed an expense report for the fourth quarter at the request of the Brown County Department of Administration.
- Reviewed WisDOT Northeast Region staff comments about two applications for Transportation Alternatives Program (TAP) funds from within the Green Bay Urbanized Area. Also worked with the Senior Transportation Planner to coordinate the application revision process with the two applicants, WisDOT Northeast Region staff, and the TAP coordinator at the WisDOT Central Office in Madison.
- Reviewed WisDOT freight planning data and a nationwide freight transportation system that is being proposed by the US DOT to prepare for a discussion at a quarterly MPO Directors meeting in Madison. Also participated in the MPO Directors meeting.
- Responded to additional questions from a Ledgeview Town Supervisor about the County Highway GV reconstruction project, the County Highway GV Environmental Report, and the EIS/IAJR development processes. Also distributed the responses to the Town Supervisor, Town Chairperson, Town Administrator/Clerk, and representatives of Brown County.
- Completed the architectural study element of the County Highway GV Environmental Report and submitted it to WisDOT for review.
- Participated in a meeting with the County Planning Director and representatives of WisDOT, Federal Highway Administration (FHWA), and the consulting firm hired to complete the IAJR traffic analysis (SRF) to discuss SRF's methodology for completing the traffic analysis and the need for SRF to complete the tasks that are identified in the project contract.
- Prepared for and participated in a monthly EIS/IAJR meeting with the County Planning Director and WisDOT representatives.
- Conducted interviews for the vacant Transportation/GIS Planner position with the County Planning Director and the County LIO Coordinator. Also completed reference checks for the preferred applicant.
- Compiled information for the 2014 TMA Certification Review and submitted it to FHWA representatives.
- Reviewed and commented on the MPO's draft Title VI Compliance Plan.
- Developed the agenda for the March meeting of the Brown County Transportation Coordinating Committee.
- Developed the transportation section of the Planning and Land Services Department's 2013 annual report.

The recent major planning activities of Aaron Schuette, Principal Planner:

- Completed a draft Economic Development Chapter of the Brown County Comprehensive Plan Update.
- Continued work on the Natural Resources and Land Use Chapters of the Brown County Comprehensive Plan Update.
- Coordinated with the Town of Rockland regarding starting their comprehensive plan update process.
- Prepared a park and recreation facilities map for the Suamico Comprehensive Plan Update.
- Facilitated and presented at the Northeastern Wisconsin Community Development Block Grant (CDBG)-Housing Region Committee meeting on February 4.
- Met with Brown County Department of Administration to discuss the reimbursement procedures for the regional CDBG-Housing program.
- Prepared end of year financial information for the regional CDBG-Housing program.
- Prepared a budget adjustment to facilitate distribution of Brown County Revolving Loan Fund homeowner rehabilitation loans.
- Completed four environmental reviews for Brown County Revolving Loan Fund – Housing projects.
- Met with the Housing Quality Standards inspection firm to discuss inspection processes and procedures on February 24.
- Prepared and posted a request for quotes for title report services for the regional CDBG-Housing program.
- Met with the Holland Town Board on the evening of February 3 to discuss the Working Lands Initiative and the town's zoning map.
- Met with a representative of Congressman Ribble's office to discuss the Brown County Research and Business Park on February 6.
- Met with the Brown County Executive and UWGB Chancellor and faculty to discuss the results of the Association of University Research Parks workshop and the next steps in the research and business park development.
- Met with a member of the Green Bay Planning Department to discuss the University Avenue Corridor Planning effort on February 6.
- Performed a depth to groundwater well check and sent the results to USGS on February 14.
- Participated in a teleconference for the Fox-Wisconsin Heritage Parkway Board meeting on February 20.
- Updated the online ACRES property profiles for properties that were assessed under the EPA Brownfield Assessment grant program for Brown County.
- Prepared the final Federal Financial Report and closed out the EPA Brownfield Assessment Grant.
- Assisted 51 members of the public or local units of government with specific planning, land division, CDBG-Housing program, or zoning related phone calls during February.

The recent major planning activities of Peter Schlein, Senior Planner:

- Began review of 10 new certified survey maps (CSMs). Completed review of 10 CSMs. Signed and filed three CSMs.
- Completed the review of a cemetery plat for a surveyor after approval from the Brown County Board was obtained.
- Began review of one new preliminary plat and four final plats. Completed review of two final plats. Signed and filed one subdivision plat.

- Completed review of one preliminary plat for the City of Green Bay.
- Responded to three private and one public Water Quality Letter requests.
- Began or completed one environmentally sensitive area (ESA) amendment.
- Review of smaller ESA and SSA related issues and inquiries to develop solutions for smaller projects.
 - A Town of Ledgeview minor ESA amendment to allow for 0.02 acres of steep slope setback area to be regraded for daylight windows on a residential structure. The project was deemed approvable because the design concept was similar to a walkout basement which is allowed within the setback area of a steep slope. The ESA amendment was reviewed by staff on February 5.
- Continued to utilize an online format for submitting and filing SSA amendments and ESA amendments with the Bureau of Watershed Management to expedite the review and approval process, saving time and money for staff and property owners.
- Provided planning services and ESA related duties, including advice to inquiries related to potential major and minor ESA amendments, identification of ESA violations, and assisting the public regarding allowed and restricted uses within an ESA buffer.
- Continued the development of an update to the Suamico Comprehensive Plan. The Utilities and Community Facilities Chapter was presented in February, along a portion of the Future Land Use mapping.
- Continued the preparation of the 2013 MS4 Permit Annual Report, which is due by March 31, 2014. The MS4 permit requirements will be changing soon. Attended a meeting session on February 25 in Neenah with staff from Department of Public Works. Submitted comments regarding the proposed permit changes together with fellow members of Northeast Wisconsin Stormwater Consortium.
- Continued the development of an update to the Brown County Sewage Plan. Spreadsheets of data are being coordinated with maps that were completed in January and February. Significant plan writing will begin after the tables and maps are coordinated.
- Provided assistance and information to the general public, surveyors, and local units of government regarding various land divisions, potential developments, and general questions pertaining to the subdivision ordinance and general planning concepts via phone conversations and meetings.

The recent major planning activities of Lisa Conard, Senior Transportation Planner:

- Completed writing the *2014 Green Bay Metro Annual Route Review and Analysis Report*. All of Metro's full service fixed routes, limited service routes, paratransit program, and other issues will be examined.
- Began drafting the *Green Bay Metropolitan Planning Organization (MPO) Title VI and Non-Discrimination Program / Limited English Proficiency Plan*.
- Continued preparations for the upcoming Transportation Alternatives Program (TAP) project solicitation and approval process. Reviewed two first round applications for projects located in the Green Bay Urbanized Area. Worked with WisDOT staff and project applicants to bring applications in line with WisDOT acceptance standards. Provided WisDOT with a recommendation that the applicants be invited to the second round application process. Staff will be presenting the applications to the BCPC Board of Directors at a future meeting. Approximately \$600,000 in TAP funds is available to urbanized area projects in 2015/2016.
- Drafted *Overview of the Surface Transportation Program-Urban (STP-U) Funding Project Prioritization Procedure for the Green Bay Urbanized Area*. At the request of the Transportation Subcommittee, the summary provides the history of the process and criteria used to establish STP-Urban eligible project priorities.

- Reviewed the Port of Green Bay Economic Opportunity Study prepared by the Principal Planner as background for the *2045 MPO Long-Range Transportation Plan* effort. Prepared a staff report regarding the proposed make-up of the Technical Advisory Committee for the plan.
- Met with Federal Transit Administration (FTA) staff during their on-site visit to support the *Planning and Program of Projects* section of Triennial Review (audit) on behalf of Green Bay Metro staff. FTA determined that the *Planning and Program of Projects* elements were in compliance with federal law.
- Consulted and/or provided information to Metro staff regarding various services, compliance, and/or other issues.
- Completed the required Health Insurance Portability and Accountability Act (HIPAA) training and testing.
- Participated in the Green Bay Transit Commission meeting on February 19.
- Participated in the Brown County Planning Commission Board of Directors meeting on February 5. Held public hearing for *Draft Major Amendment #2 to the 2014-2018 Transportation Improvement Program for the Green Bay Urbanized Area*. Recorded and wrote minutes.

The recent major planning activities of Jeff DuMez, GIS/Land Records Coordinator:

- Continued to assist with the Land Records System upgrade (meetings, Request for Information review, and more).
- Completed contract for the 2014 aerial orthophoto project.
- Continued preparing for the 2014 aerial project, including more discussions with local municipalities who might want to purchase “buy-ups” such as impervious surface mapping.
- Coordinated a 911 “Geo” data refresh.
- Split the County Rescue Hobart Fire District into two new response areas and prepared all GIS data for Computer Aided Dispatch upload.
- Assisted with the hire of the Planner I/GIS (assisted with interviews, computer equipment, etc.).
- Continued quality assessment of address data in the county.
- Analyzed sound range of outdoor warning sirens for Emergency Management. Produced maps showing estimated sound ranges, including possible changes to coverage if sirens were upgraded or moved.
- Coordinated with the intern to produce updates of zoning maps for the Town of Holland and the Town of Glenmore.
- Coordinated various GIS projects with the Land Conservation Department.
- Continued to assist the Survey Coordinator with the survey indexing project. Helped upload subdivision data, provided training and support.
- Met with Support Services Captain and Crime Analyst from the Sheriff’s Department to go over incident mapping needs.
- Produced “heat maps” for the Sheriff’s Department showing the density of incidents in Ledgeview that they had to respond to.
- Assisted the City of De Pere with data issues.
- Provided updated street and address info to the Sheriff’s Department for update into their Records Management System.
- Assisted Organizational Development Coordinator with locations of various facilities around the county.

- Assisted the Town of Scott with zoning updates for the Department of Agriculture, Trade and Consumer Protection.
- Analyzed zoning changes 2009-2013 for the Town of Ledgeview and produced large prints showing these changes.
- Produced data on special taxes within Drainage District 4 for the Town of Scott.
- Produced a new master street list for Brown County.
- Produced an interactive map showing culvert locations and mile markers along the Fox River Trail for the Parks Department.
- Coordinated with the City of Green Bay to make some needed address changes for UWGB properties near Nicolet Drive.
- Assisted Property Listing staff with municipal boundary updates.
- Provided GIS data and other services to Immel Construction, Fred Michiels Construction, Miron Construction, Paterski Construction, Conestoga-Rovers & Associates, Allen Inc., Edge Consulting Engineers, Boundary Solutions, Robert E. Lee & Associates, Vandewalle Associates, TNT Professional Land Surveyors, AECOM, Jewell Associates Engineers, UW-Madison, Clark University Economics Department, Landscape Associates, Yardi Systems, Eckersall LLC, Stout Risius Ross Inc., Beyondsoft, GSSI, MSPI, Keller Williams Realty, Pardee Real Estate LLC, US Environmental Protection Agency, Wisconsin Department of Transportation, Village of Bellevue, Town of Lawrence, Outagamie County, Green Bay Country Club, and others.
- Assisted other people with miscellaneous service, data, and training requests.
- Attended staff meetings as needed.

The recent major planning activities of Dan Teaters, Planner I (GIS/Transportation):

- Performed work for the Bus Stop Accessibility Study:
 - Joined attributes from old bus stops to the current bus stops where the locations were the same. This also determines which bus stops will have to be inventoried.
 - Updated the attributes behind the bus stop points for future analysis.
 - Began to inventory bus stops near downtown.
- Work completed for the Congestion Management Process:
 - Created the GIS layer.
 - Built new attributes for future data collection.
- Performed work regarding the Airport property:
 - Created maps for roundtable discussion.
 - Updated non-aeronautical use parcels.
 - Researched zoning for allowable uses.
 - Researched comprehensive plan for future vision of the area.
- Updated the street centerline database:
 - Converted roads to two way boulevards.
 - Used the street utility check to test the street centerlines for errors.
- Assigned addresses as requested.
- Participated in the regular staff meetings held on the first and fourth Thursday mornings.
- Met with Airport staff and Village of Ashwaubenon staff to discuss the future development of Airport-owned property near Packerland Drive and STH 172.
- Met with Green Bay Metro staff to discuss Trapeze and the Bus Stop Accessibility Study.
- Attended the 2014 Wisconsin Land Information Association annual conference on February 13 and February 14.

The recent major planning activities of Jeremy Du Chateau, GIS Technician:

- Maintained web mapping application for the County's survey index project.
- Created parcel map for the Town of Eaton Assessor.
- Created address/election map for the Town of Lawrence.
- Attended the Wisconsin Land Information Association conference in Middleton, Wisconsin. Won award in the best web map application category for the Packers Heritage Trail interactive web map.
- Worked with NEW Zoo/Reforestation Camp staff and consultants with assistance for new brochures of the Zoo and Adventure Park.
- Worked with Zoning division staff to assess mobile GIS application needs.
- Assisted District Attorney's Office with maps for criminal trial.
- Continued maintenance of County GIS addressing.
- Continued to develop and enhance the County's web mapping system.
- Continued to look to process improvements within the County GIS enterprise system.
- Assisted other people with miscellaneous service, plots, data, and training requests.
- Attended staff meetings as needed.

The recent major planning activities of Todd Mead, Planner I - Housing:

- Met with one client and spoke extensively with another client regarding two new Brown County Revolving Loan Fund (RLF) – Housing Program loans. Created, analyzed, and qualified both loans.
- Held a Northeastern Wisconsin Community Development Block Grant (CDBG)-Housing Region Committee meeting on February 4.
- Studied courses and passed the notary public exam.
- Attended the February meeting of the Brown County Planning Commission Board of Directors.
- Attended staff meetings as needed.
- Worked on preparing for the full release of application packages for the Northeastern Wisconsin CDBG-Housing program.
- Created, organized, and prepared the final application mailing for the Northeastern Wisconsin CDBG-Housing program.
- Completed the mandatory HIPPA training.
- Created and modified additional template forms for the CDBG-Housing program, specifically Door County purchase down payment housing assistance forms.
- Completed and finalized our file checklist.
- Finalized Door County's CDBG-Housing program template forms.
- Reviewed and approved two additional RLF client files.
- Reviewed and updated some administrative changes on the CDBG-Housing program template forms. Also updated the CDBG-Housing program flyer to reflect new income limits.
- Reviewed and updated some administrative changes on the RLF template forms. Also updated the RLF flyer to reflect new income limits.
- As an outreach and marketing effort, met with NeighborWorks Green Bay counseling team to discuss our new CDBG-Housing program.
- Met with the Housing Quality Standards (HQS) Inspector at our office. Discussed with Robert Williams from Housing Authority Services (HAS) the general process and our expectations with each other.
- Continued to work with CDBG and RLF client files.

- Attended a Fox Valley Lead Coalition meeting at the Appleton Library.
- Performed follow-up work on approximately nine residency letters in the RLF program.

PORT AND RESOURCE RECOVERY DEPARTMENT



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DEAN R. HAEN

DIRECTOR

PROCEEDINGS OF THE BROWN COUNTY SOLID WASTE BOARD

A regular meeting was held on **January 20, 2014** at the Brown County Materials Recycling Facility, 2561 S. Broadway, Green Bay, WI.

1. Call to Order

The meeting was called to order by Solid Waste Board Vice-Chair Mark VandenBusch at 2:00 pm.

2. Roll Call

Present: Mark Vanden Busch, Vice-Chair
Lisa Bauer-Lotto
John Kennedy
Norb Dantine, Treasurer
Dave Landwehr
Bud Harris
Ray Kopish

Excused: John Katers, Chair
Mike Van Lanen

Also Present: Dean Haen, Brown County
Chad Doverspike, Brown County
Mark Walter, Brown County

3. Approval/Modification – Meeting Agenda

A motion to approve the agenda was made by Norb Dantine and seconded by Dave Landwehr. Unanimously approved.

4. Approval/Modification – Meeting Minutes of December 16, 2013

A motion to approve the minutes was made by Ray Kopish and seconded by Dave Landwehr. Unanimously approved.

5. First Amendment to Settlement Agreement with Town of Hobart - Request for Approval

Staff had put together an amendment to the Settlement Agreement with Village of Hobart. The amendment's prime modification allows Brown County's contracted hauler to exit right on to Highway 54 west to Highway 172 and then east to Highway 41. Both Highway 54 and Highway 172 have been improved since 2008 and serve as a faster transit. Brown County agreed to pick litter 1 mile west of the transfer station an increase of 0.75 miles. The amendment modifies Section 8 of the Agreement dealing with "Rubbish". The amendment also modifies Section 9 of the Agreement with regards to the "Neighborhood Advisory Committee". The County and Village agreed to set up the committee to address litter, vectors or any other concerns that arise. The committee was formed, but has not met in years. It is Brown County's responsibility to continue to employ best management practices and should regular complaints be received, both parties agree to re-establish a Neighborhood Advisory Committee. The amendment modifies Section 11 of the Agreement with regards to Highway maintenance and the vehicle route to allow Brown County's contracted hauler to exit right on to Highway 54 west to Highway 172 and then east to Highway 41. The amendment deletes Section 12 entitled "Traffic Signal on Hwy 172" in its entirety and not replaced. The Village wanted the County to put a traffic light at Hwy 172 and County Trunk GE but the improved Highway 172 resulted in construction of a roundabout.

A motion was made to amend by Bud Harris and changes as noted by Mark VandenBusch. After changes are made, a motion to approve the First Amendment to Settlement Agreement with Town of Hobart was made by Mike Van Lanen and seconded by Norb Dantine. Unanimously approved.

6. 2014 Public Communication Plan – Request for Approval

As part of the 2014 budget, resources were allocated for public relations communication efforts for both the Port and Resource Recovery areas of the Department. An Request For Proposals was issued and a contract awarded to Leonard & Finco. The Port has done public relations with Leonard & Finco Public Relations, Inc. for several years. Leonard & Finco Public Relations, Inc. has been working with Resource Recovery over the past year to increase awareness of the County's resource management services. The 2014 budget for Resource Recovery is \$15,000. The proposed communication plan as presented is for \$12,000 of public relations and \$3,000 of advertisement over the course of the coming year.

A motion to approve the 2014 Public Communication Plan was made by Norb Dantine and seconded by Ray Kopish. Unanimously approved.

7. BOW LEAN Project – Presentation

Chad Doverspike, Brown County Port & Resource Recovery Operation Manager, participated in a LEAN event on moving recyclables from the Transfer Station to the Materials Recycling Facility. Three Counties (Brown, Outagamie and Winnebago), Haulers

and Stakeholders were involved in the project. The project's emphasis is on the amount of material being hauled to Outagamie for sorting is more than what can be handled in the current hours to accept material. Several aspects were looked at for solving the problems. A 2nd shift was added and certain delivery times for haulers were established. The benefits caused less wait time for customers to unload, tip floor was safer, increased driver satisfaction by getting in and out quicker enabling them to be on their routes longer, employees having less frustration which improved moral and improving miscommunications. For Brown County the changes at Outagamie County resulted in improved wait times for our customers, less door damage due to how full the tip floor is, and reduced transportation and mobility time for moving the orange hoppers around.

A motion was made to receive and place on file was made by Norb Dantine and seconded by Dave Landwehr. Unanimously approved.

8. East Landfill Leachate Recirculation Phase 2 Temporary Approval – Update

The Leachate Recirculation project was granted WDNR approval to run over the winter. Even with how cold the winter has been, there have not been any issues. The temporary WDNR approval will expire May 1, 2014. Staff is working on getting WDNR approval to extend the project through Dec. 31, 2015. For budget purposes, the department budgets \$25,000 - \$30,000 each year for leachate disposal through the Town of Ledgeview which averages out to \$2,500 per month. Last year, four months of disposal costs were less than \$500 per month. This was because the department was pumping as much as possible back to the landfill. Only \$13,000 was spent for leachate treatment through the Town of Ledgeview.

9. BOW Landfill and Recycling Operations Report for 2012 – Update

Staff provided copy of the Schenk audit of activities at the BOW Landfill and Recycling Facility for 2012. Summarizes Tri-county landfill and recycling partnerships.

10. Recycling Transfer Station Compactor Engineering Scope of Services - Update

An approval was received last month to pursuing the installation of a recycling compactor. The capital investment of \$252,000 would have a payback of 3.9 years as a result of the \$65,000/year in transportation savings. This will continue to PD&T for approval. In the meantime, staff has prepared a scope of work for Foth. Foth had estimated an evaluation would cost \$9,800 to find an ideal location for the compactor inside/outside, minimizing debris, increasing energy efficiency, maintenance and if there is a need for compressed air. Staff has also drafted a Memorandum of Understanding related to how BOW will repay Brown County from recycling revenue in 2015 for this project. BOW is also interested in analyzing the whole BOW transportation system. Staff will continue to work and coordinate efforts with Outagamie and Winnebago Counties to advance the project.

11. Update GTE System Option Analysis - Update

FABCO informed the Department that both GTE engines are in need of being rebuilt. The Department asked Foth to review the Landfill Gas to Energy (LFGTE) economics to make the sure the County is continuing to operate under the best economic conditions and to determine what level of gas production and/or engine maintenance costs would change the economics enough to trigger a change in how the GTE facility is currently operated. The Department asked Foth to look at three different things; (1) Continue operation & maintenance of two engines, (2) Continue operation and maintenance of one engines and (3) Shut-down the LFGTE System. Foth's recommendation is to rebuild both engine and continue operating with both engines. This results in higher resale of the engines having two functioning engines provide back-up for one another.

12. Solid Waste Transfer Station Hauling Contract Transition – Update

Department is planning for the transition between Badgerland to Great American Disposal effective February 1, 2014. Staff is working with both contractors to ensure transition is smooth and contract responsibilities are being met.

13. Director's Report

One of the part-time team associates and former Solid Waste Board member, Mike Strenski, will be off work for a while for heath related situation.

A follow-up letter was sent out to Public Work Directors in various cities asking them to complete a survey on their current drop off organics collection programs.

There was a meeting at the department with the city of Green Bay Public Works Director, Steve Grenier, and a city Alderman regarding the costs of HHW, sharps and pharmaceuticals related to a Solid Waste Management Services Agreement.

14. Such other Matters as Authorized by Law

No other matters as authorized by Law.

15. Adjourn

A motion to adjourn was made by Norb Dantine and seconded by Ray Kopish.
Unanimously approved. Meeting adjourned at 3:16 pm.

John Katers, Chair
Solid Waste Board

Dean Haen, Director
Port & Resource Recovery Department

SHERIFF'S OFFICE

Brown County

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JOHN GOSSAGE
SHERIFF

BROWN COUNTY TRAFFIC SAFETY COMMISSION MEETING MINUTES

A regular meeting was held on Thursday, January 16th, 2014 at 9:00 a.m. at the Brown County Sheriff's Office.

PRESENT:	Randy Schultz	Jodi Marsh	Cathy Huntowski	Jim Burkel
	Mike Panosh	Rebecca Nyberg	Tom Witczak	

-
- I. Meeting called to order at 9:02a.m. by Chairman Randy Schultz.**
 - II. Minutes of the Oct. 2013 meeting: Motion to accept minutes as printed by Witczak, seconded by Nyberg and carried by the Commission.**
 - III. US41 & STH 29 construction is heavy and on Schedule. 29/41 Fly Overs will be open by next summer. CTH M exchange will be done by fall. 29/EB work to pick up. Expect heavy construction from DePere to CTH M. March 5th for next TIME meeting.**
 - IV. Above**
 - V. Completed two weeks early even through incredibly cold and windy weather. Motion monitors in place.**
 - VI. Over 4000 traffic stops to date. Statistics consistent enough to now feel more confident on the TF's impact.**
 - VII. Night time seat belt enforcement to be heavily targeted. Stats show low usage resulting in disproportionate number of fatalities during these hours of drastically reduced traffic volume.**
 - VIII. No update on Safe Rides.**
 - IX. Total of nine traffic deaths in nine crashes for 2013. Lowest in over a decade and not known how far back. State also had lowest number of deaths since 1944. Of the nine this year, lack of seat belt and helmet use as well as Alcohol (50%) are the predominant issues. The goal of zero will be reached.**

- X. Night time seat belt enforcement. Health Dept. Bicycle Safety training this spring. Crossroads Teen Driving Safety program introduced and discussed. Looking for angle to get this into the schools.**
- XI. Stay with current roster. Schultz to contact County Executive for info on “Legal Representative”. Chair vote unanimous for the 11th consecutive year.**
- XII. Cathy – 40% of cycle crashes are driver not cycle endorsed. Some concern is training availability, specifically early in the riding season. Some legislative effort on that. Will forward, “Share the Road” driver education DVD. Becky – Electric motor assist bicycle technology. Replace bicycle rear wheel with wheel containing electric motor charged by riding/braking. Motor assists when needed. Is this now a “Motor Vehicle”? Schultz to contact Legislatures for heads up.**
- XIII. Continue proactive patrols, “Slow Down” signs and ICE efforts. Attempt to complete Safe Rides PSA. Work on additional LE trained in Child Occupant Protection and Bicycle Safety through Andrea and Rebecca.**
- XIV. No other business.**

Next meeting: Thursday, April 17th, 2014 at 9:00 a.m. at the Brown County Sheriff's Office, Truttmann Room, 2684 Development Drive, Green Bay, WI, 54311.

Motion to adjourn at 10:35am (Burkel & Witczak) & carried by the commission.

Respectfully Submitted;

Randy Schultz